

CURRICULUM VITAE

SANDEEP R. VASAVA

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CAREER OBJECTIVE

- Eager to utilize my learning for the organization for which I will work. I want to seek challenging and responsible position and contribute my best to the organization by constantly improving my level of aptitude and skills.

EDUCATIONAL QUALIFICATION

➤ **M.COM (Accountancy)**

Class :- **(54 %)** (Year of Passing 2013)
Institute :- M K College of Commerec, Bharuch.
University :- Veer Narmada South Gujarat University, (VNSGU) Surat.

➤ **B.COM (Accountancy & Auditing)**

Class :- **(54.11 %)** (Year of Passing 2010)
Institute :- M K College of Commerec, Bharuch.
University :- Veer Narmada South Gujarat University, (VNSGU) Surat.

➤ **H.S.C**

Class :- **(61.43 %)** (Year of Passing 2007)
Board :- Gujarat Secondary & Higher Secondary Education Board, Gandhinagar.

➤ **S.S.C**

Class :- **(56.86 %)** (Year of Passing 2005)
Board :- Gujarat Secondary Education Board, Gandhinagar

COMPUTER SKILLS

- ❖ ITI COPA Computer Course in August 2008 with 78.50% in ITI Ankleshwar.
- ❖ Apprenticeship one year in COPA with 64% in may 2011
- ❖ Proficiency in MS-OFFICE-2007 (MS Word, MS. Excel, MS PowerPoint, Internet)

WORK EXPERIENCE

NAGINDASH HIRALAL BHAYANI GROUP

(From 01 Nove - 2017 to Present)

Position: - Store Officer

Reporting to Warehouse Manager

We Handle the Operation of ADAMA INDIA PVT LTD.Dahej & SRF LIMITED. Dahej

- Co-ordination with Respective RM/FG'S REGARDING Purchase orders dispatch Schedules.
- Co-ordination with Quality and Production department regarding material availability.
- Co-ordinate Transportation Planning & Operation.
- Tracking Logistics schedules / timely placement of trucks in a day.
- Confer with the Warehouse Supervisor to discuss space requirements, identify stock Quantities and resolve any pending issues.
- Timely placement of vehicles as per the requirement of the customer.
- Handling of Customer complaints.
- Monthly& Daily stock, Daily operation Report and Inward Dispatch Reports.
- Issuing materials for production in FIFO methods.
- Supervision for Housekeeping.
- Manage 32000+50000 Square foot warehouse.
- Knowledge Of Domestic Dispatch Planning & Documentation,
- Conduct Monthly Inventories of materials on the work Floor.
- Received & Dispatch Material Document are clearly file for in Inventory & Audit purpose.
- Supervise Warehouse Operation by Managing 10 Employees during General Shift.

TOLL INDIA LOGISTICS PVT LTD

(From 1st Aug 2014 to 31th Oct 2017)

Position: - Supply Chain Management

Reporting To Head Office Mumbai

We Handle the Operation of Huntsman International India Pvt Ltd. (Chemical Industry)

➞ **JOB RESPONSIBILITIES**

- Co-ordination with Respective FINISH GOOD & RM/PM'S REGARDING Purchase orders dispatch Schedules.
- Co-ordination with Quality and Production department regarding material availability.
- Co-ordinate Transportation Planning & Operation.
- Tracking Logistics schedules / timely placement of trucks in a day.
- Confer with the Warehouse Supervisor to discuss space requirements, identify stock Quantities and resolve any pending issues.
- Timely placement of vehicles as per the requirement of the customer.
- Handling of Customer complaints.
- Issuing Materials and Issue Posting in SAP System.
- Generating Inward Documents like GRN,
- Monthly& Daily stock, Daily operation Report and Inward Dispatch Reports.
- Apply FIFO and LIFO issue Method.
- Supervision for Housekeeping.
- Manage 50000 Square foot warehouse with Racking,
- Knowledge Of Domestic Dispatch Planning & Documentation and Knowledge Shipment & Post-Shipments parts.

Reliance Industries Ltd , DAHEJ

(From 15th Apr 2010 to 14th Apr 2011)

Position: - Apprenticeship in IT Dept.

Reporting To IT HOD

STRENGTHS

- ✓ Perseverance
- ✓ Learn New Things
- ✓ Good Communication Skills
- ✓ Good Relations

EXTRA CURRICULAR ACTIVITIES / HOBBIES

- ✓ Traveling,
- ✓ Playing Cricket,
- ✓ Listening Music

PERSONAL DETAILS

- **Date Of Birth** : - 17th August, 1989
- **Gender** : - Male
- **Native Place** : - Jhaghdia
- **Nationality** : - Indian
- **Religion** : - Hindu
- **Marital Status** : - Married
- **Languages Known** : - English, Hindi, Gujarati,

DECLARATION

I hereby declare that the information furnished above is true to be the best of my knowledge.

Date: -

Place: - BHARUCH

(Vasava Sandeep)